

Cover Letter Sample for Entry-Level Federal Employment

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Agency/Organization Name]
[Office or Department, if known]
[Agency Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position (Announcement Number: [Job Announcement Number]) as advertised on [Where You Found the Job Posting]. I recently graduated from [Your University or School] with a degree in [Your Degree], and I am eager to begin my career in federal service with the [Agency/Department Name].

Throughout my academic career, I cultivated a strong commitment to public service and developed essential skills that I believe make me an excellent candidate for this entry-level opportunity. My coursework in [Relevant Coursework] provided me with a solid foundation in [Key Skills or Knowledge Areas]. I am detail-oriented, adept at managing multiple priorities, and possess a keen understanding of the importance of following federal guidelines and procedures.

During my internship with [Previous Internship or Volunteer Experience, if any, or another relevant experience], I gained practical experience in [Related Skills/Responsibilities], which further strengthened my organizational and analytical abilities. I am highly motivated to contribute effectively to your team while learning and growing within the federal government environment.

I am inspired by the mission of the [Agency/Department Name] and the vital role your organization plays in serving the public. I am eager to demonstrate my dedication, adaptability, and enthusiasm by providing meaningful contributions to your team. I welcome the opportunity to discuss how my qualifications and values align with the needs of your agency.

Thank you for your time and consideration. I look forward to the possibility of contributing to the public good as a member of your staff. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] to schedule an interview.

Sincerely,
[Your Name]